



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

DAVID E. JANSSEN
Chief Executive Officer

July 3, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**APPROVAL OF REFURBISHMENT TO THE OFFICE SPACE FOR THE
CHIEF EXECUTIVE OFFICER
HALL OF ADMINISTRATION RENOVATION PROJECT
(FIRST DISTRICT AFFECTED) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this project is exempt from the provisions of the California Environmental Quality Act pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve a refurbishment project consisting of upgrades to replace dilapidated carpet and furnishings and improve the safety and security of the existing office space on the seventh floor of the Kenneth Hahn Hall of Administration occupied by the Chief Executive Officer (CEO), the Chief Deputy, CEO and their immediate support staff.
3. Authorize the Chief Executive Office, the Sheriff and Internal Services Departments to proceed and deliver the proposed project as described herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow renovation of office space located on the seventh floor of the Hall of Administration which serves as the office of the CEO and Chief Deputy.

The CEO's office space requires extensive upgrading to replace dilapidated carpeting and furnishings and enhance the security of the space. The current layout of the reception area was designed prior to the development of current design concepts that focus on safety and security. The existing layout of the office does not allow staff to see visitors entering the suite or in the waiting area, nor does the area contain an effective security alarm system.

In addition to the safety and security needs, the CEO's office space has not been upgraded in any manner since 1989. As a result the area includes carpet that is worn out and has become a tripping hazard. The modular furniture is also worn out and faded; and the lighting, data, voice, and telecommunication lines are woefully inadequate.

The proposed project includes replacement of ceiling tiles, light fixtures, and approximately 340 square yards of carpet. Replacement or re-skinning of all paneling, base boards, and crown cove in the Chief Executive's office as well as refinishing the desk and storage credenza unit in that office; painting all offices and corridors and refurbishing the wood paneling, molding, and casings; installing new heating, ventilation, and air-conditioning supply and return registers; polishing the existing masonry window sills. Also, existing modular and stand alone furniture will be re-finished or renewed. Telecommunication, voice, and data lines will be rewired to accommodate the new furniture.

Renovation activities will be managed by the Sheriff's Department crafts staff. Procurement of the modular furniture systems and rewiring of data, voice and telecommunication lines will be managed by the Internal Services Department.

In accordance with the County's Energy and Environmental Policy, the refurbishment work will incorporate materials that minimize energy use, reuse building materials and products to the extent feasible to reduce waste generated, use low-emitting materials to reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well being of installers and occupants.

Implementation of Strategic Plan Goals

Approval of the project is consistent with the County Strategic Plan Goals of Workforce Excellence (Goal No. 2) and Fiscal Responsibility (Goal No. 4). Workforce Excellence is enhanced by creating a safe, secure and positive work environment. Fiscal Responsibility is enhanced by investing in public infrastructure.

FISCAL IMPACT/FINANCING

The renovation portion of the project is estimated at \$182,000. The bid process for the telecommunication work and the furniture is underway and it is estimated to cost \$150,000 for a total project cost of \$332,000.

Sufficient appropriation is included in the Fiscal Year 2007-08 Capital Projects/Refurbishments Budget (CP No. 86525) for renovation and completion of this project

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not Applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partition, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

CONTRACTING PROCESS

Not Applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

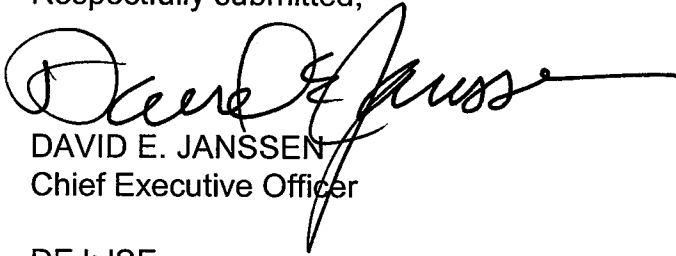
The project will not impact the Department's services.

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CONCLUSION

Please return an approved copy of this letter to the Chief Executive Office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a long horizontal flourish extending to the right.

DAVID E. JANSSEN
Chief Executive Officer

DEJ:JSE
DJT:KAV

cc: Executive Office
Sheriff Department
County Counsel